

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Fire Captain**

BAND	GRADE	
F	33	
<b>DEPARTMENT:</b> Fire	<b>ACCOUNTABLE TO:</b> Battalion Commander	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for supervising company and/or sector operations on incident scenes and for the supervision and training of Fire Engineers and Firefighters. Duties include: coordinating work assignments; comprehending, directing and enforcing departmental policies, procedures and standards; conducting and signing performance evaluations; functioning as the incident commander; inventorying and accounting for fire apparatus and other equipment; responding to rescue, hazardous materials, fire and medical emergencies; performing skilled work in patient assessment, treatment and transportation; and, performing fire suppression activities.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Fire Captain is the third level of a six level firefighter series. The Fire Captain is distinguished from the Fire Engineer in that the Captain has full supervisory authority. The Fire Captain is distinguished from the Battalion Commander in that the Fire Captain does not have authority over all stations. The Fire Captain positions are considered transitional into the administrative and command positions. Incumbents are required to perform shift work.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises Fire Engineers and Firefighters in their assigned duties to include: scheduling work, coordinating and prioritizing assignments, monitoring work, ensuring training requirements are met and conducting performance evaluations. Interprets and enforces departmental policies, procedures and standards.	Daily	
2.	Responds to and supervises fire and emergency incidents to include: determining appropriate methods for fire suppression; ensuring safety of staff; and, determining appropriate methods for laying hose, directing water streams and placing ladders.	Daily	
3.	Inventories and accounts for fire apparatus and other equipment.	Daily	

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4.	<ul style="list-style-type: none"><li>a. Responds to fire alarms and performs firefighting duties such as laying and connecting hose, holding nozzles, directing water streams, ventilating buildings and raising and climbing ladders; or,</li><li>b. Performs Cardio Pulmonary Resuscitation and first aid to include: assessing, treating and transporting patients; determines and initiates proper emergency procedures for life threatening injuries and illnesses.</li><li>c. Responds to other emergency calls such as hazardous material, auto extrication, water rescue, confined space entry and high angle rescues.</li></ul>	Varies	
5.	Prepares a variety of reports such as maintenance and incident reports and ensures all required paperwork is complete and accurate.	Daily	
6.	Trains and provides technical advice to Fire Engineers and Firefighters in fire suppression methods and techniques.	Daily	
7.	Coordinates, assigns and ensures general maintenance and repair duties for the facility, grounds and firefighting apparatus and equipment are completed.	Monthly	
8.	Performs other duties of a similar nature or level.	As Required	

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**Knowledge** (position requirements at entry):

Knowledge of:

- Firefighter safety and survival strategies;
- Management and leadership theories and principles;
- Departmental policies and procedures;
- Fire Behavior and building construction ;
- Fire suppression strategy and tactical operations;
- Streets and physical layout of the city;
- Fire engines, ladder trucks and specialized equipment;
- Basic and/or advanced life support techniques such as Cardio Pulmonary Resuscitation and patient assessment and treatment techniques.

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating staff;
- Managing and coordinating strategic and tactical operations at emergency incident scenes;
- Developing and enforcing policies and procedures;
- Writing technical reports;
- Driving and operating fire engines, ladder trucks and other specialized apparatus;
- Regulating pump pressures;
- Applying cardiopulmonary resuscitation and first aid methods and techniques including assessing and treating illnesses or injuries;
- Performing fire suppression activities such as laying hose and directing water streams;
- Operating fire apparatus;
- Operating basic hand tools and power tools;
- Performing basic building and equipment maintenance and repair activities;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Completion of a minimum of 30 college credit hours in Fire Science (with preferred emphasis on coursework in Supervisory Practices, Strategy and Tactics, Building Construction and Fire Service Occupational Safety) and possession of National Fire Academy or FDSOA Incident Safety Officer Certification and four years experience in firefighting including two years as an Engineer or six years experience in firefighting and placement on the Lake Havasu City Fire Department engineer's promotional list within the last two years and successful completion of the Lake Havasu City Fire Department's "Acting Captains" training program; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements** (position requirements at entry):

Positions require:

- Incumbents to be 18 or older;
- Valid Arizona Driver's License;
- Possession of NFPA 1001 Firefighter I/II (Chapters 3 and 4) Certification issued by the Office of the Arizona State Fire Marshal, or other state or federal NFPA equivalent;
- Possession and maintenance of Arizona State Certification or National Registry Certification as an EMT or Paramedic and ability to maintain continuing education requirements at the minimum level established. Must obtain and maintain medical control issued by Havasu Regional Medical Center.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and seeing and repetitive motions.

Compliance with and ability to maintain physical fitness program standards as prescribed.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Very Heavy Work: Exerting in excess of 165 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (clm )

Date: 05/98

Rev: 03/03 (skm); 07/07 (jls); 02/08 (jls)